

**SUMMARY OF THE  
JOINT PROGRAM POLICY AND STRUCTURE/TRANSITION COMMITTEES MEETING  
JULY 09, 2002**

The Program Policy and Structure and Transition Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met on Tuesday, July 09, 2002, at 3:00 p.m. Eastern Daylight Time (EDT) as part of the Eighth Annual NELAC Meeting in Tampa, Florida. Chairpersons Dr. Kenneth Jackson of the New York State Department of Health and Dr. Paul Kimsey of the California Department of Health Services led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

**WELCOME AND INTRODUCTIONS**

Dr. Kimsey welcomed everyone to the meeting and had members from both committees introduce themselves. He then thanked the members from both committees for their hard work and commitment in this effort.

**THE PURPOSE OF THE PROPOSED RESTRUCTURING OF NELAC**

Dr. Kimsey outlined the purpose of the session, which was primarily the restructuring of NELAC. His presentation is shown in Attachment C.

**THE PROPOSED STRUCTURE**

Dr. Jackson continued with the presentation begun by Dr. Kimsey, as is found in Attachment C, contrasting the structure and process of the current NELAC to the newly proposed NELAC.

**THE TRANSITION TO THE NEW STRUCTURE: FAQs AND DISCUSSION PERIOD**

Ann Marie Allen led the discussion on the Frequently Asked Questions (FAQs), all of which are also found in Attachment C.

**PRESENTATION BY STANDARDS DEVELOPMENT ORGANIZATIONS**

Two standards-development organizations gave presentations on the benefits of their organization in developing standards. Both organizations pointed out the strengths and similarities of their organization to NELAC. Dr. Jackson indicated that any consensus standards developing organizations at any time may present the new NELAC with standards to consider. Due to time constraints, Dr. Jackson asked that there be no questions or discussion during or following these presentations.

Marlene Moore represented the American Society of Quality (ASQ). Ms. Moore introduced ASQ as a recognized, national membership organization geared to developing standards. Ms. Moore's entire presentation is shown in Attachment D.

Carol Batterton represented the Institute for National Environmental Laboratory Accreditation (INELA). INELA is a newly established not-for-profit educational and scientific voluntary consensus organization. Ms. Batterton's entire presentation is shown in Attachment E.

## **PROPOSED AMENDMENTS TO THE NELAC CONSTITUTION & BYLAWS**

Ann Rosecrance presented the proposed amendments to the Constitution and Bylaws as developed by the Program Policy and Structure and Transition Committees. After some discussion, the following *italicized* modifications were made to the initially proposed changes to the Constitution:

### **ARTICLE III - ~~PARTICIPATION~~ MEMBERSHIP**

~~Voting Membership~~ Membership is limited to officials who are in the employ of the Government of the United States, ~~members authorized representatives of Tribal Nations, and officials who are in the direct employ of~~ and the States, the Territories, the Possessions of the United States, or the District of Columbia, and who are actively engaged in environmental ~~regulatory~~ programs or accreditation of environmental laboratories.

### **ARTICLE IV - OFFICERS**

#### **SECTION 1 - *EX OFFICIO* OFFICERS**

##### **A. *NELAC* Director**

##### **B. *NELAC* Executive Secretary**

The *NELAC* Executive Secretary is an employee of EPA who is conversant with laboratory accreditation. She/he serves NELAC and its Board of Directors.

### **ARTICLE VIII - BYLAWS**

#### **SECTION 3 - RENUMBERING**

The *NELAC* Executive Secretary is authorized to renumber the Articles and Sections of the Constitution or Bylaws to accommodate any changes made.

Carl Kircher asked whether or not the proposed changes to the Constitution and Bylaws had been considered by the NELAC Board of Directors prior to January 12, 2002. Dr. Jackson responded that the Board of Directors had considered changes to the Constitution and Bylaws at the last Interim Meeting. This subject was also discussed at the Program Policy and Structure meeting at that time and published in the minutes.

Ms. Rosecrance then proceeded to present the changes proposed to the Bylaws. Based on

extensive comments made by the attendees, the following modifications were made to the initially proposed changes to the Bylaws:

## ARTICLE II - ~~PARTICIPANTS'~~ MEMBERS' RECORDS

### SECTION 1 - TERM OF ~~PARTICIPATION~~ MEMBERSHIP

Registration for ~~NELAC participation shall be prior to~~ the Annual Meeting ~~each year~~ shall, for government officials, constitute voting membership of NELAC and shall cover the period from the beginning of one Annual Meeting to the beginning of the next Annual Meeting.

## ARTICLE IV - BOARD OF DIRECTOR

### SECTION 2 - DUTIES

C. The Board of Directors generates drafts the Constitution and Bylaws of NELAC, and interprets the intent and meaning of the Constitution and Bylaws, presents amendments, proposes changes in organizational structure, and defines roles and responsibilities as appropriate, for approval of the participants.

~~H.I. — ItThe Board of Directors brings recommendations to NELAC from any standards development organization for consideration and action, and voting as appropriate.~~

~~I. I. It~~ The Board of Directors annually reviews the work of committees and task forces to assure that the concerns of the various constituencies are being addressed.

## ARTICLE V - DUTIES OF THE OFFICERS

### SECTION 4 - ~~NELAC~~ DIRECTOR

The ~~NELAC~~ Director shall coordinates all laboratory accreditation activities within EPA for purposes of establishing a single uniform environmental laboratory accreditation system. The ~~NELAC~~ Director shall serves as the link with EPA and other federal department/agency policy makers; and those responsible for implementation of ~~the National Environmental Laboratory Accreditation Program, NELAP, the NELAC Board of Directors, the Environmental Laboratory Advisory Board, and the Accrediting Authority Review Board.~~ The ~~NELAC~~ Director serves on the Board of Directors as an *ex officio* member. ~~and is responsible for the appointment and support of an Executive Secretary to the Board of Directors.~~

### SECTION 5 - ~~NELAC~~ EXECUTIVE SECRETARY

The **NELAC** Executive Secretary shall act as the executive officer of NELAC, as an *ex officio* member, secretary and executive officer of the Board of Directors, and the non-voting secretary to each standing committee; ~~certifies~~ shall certify eligible voters and records the vote of NELAC; shall keep the records of the proceedings of the meetings, and shall manage NELAC administration as prescribed in its administrative procedures.

## ARTICLE VI - COMMITTEES

### SECTION 2 - ~~ADMINISTRATIVE COMMITTEES~~ MEMBERSHIP AND TERMS

#### ~~A. Terms~~

~~1. A.~~ Nominating Committee. The chair is the NELAC Past Chair. ~~Four Voting~~ In addition, nine Members, at least three of whom will be from officials of NELAP recognized accrediting authorities. ~~and five Contributors~~ shall be appointed annually to serve one year.

~~2. B.~~ Membership and Outreach Committee. ~~The term of service shall be three years.~~ Ten Members, at least three of whom shall be from officials of NELAP recognized accrediting authorities. ~~Two Voting Members and two Contributors~~ shall be appointed to staggered three five year terms. ~~in each of two years and one Voting Member and one Contributor shall be appointed in the third year.~~

### SECTION 3 - DUTIES

C. Standards Review Committee. This committee shall:

1. Consider all standards received by NELAC. All standards adopted by NELAC must first be recommended by this committee for voting by the conference. For standards not recommended by this committee, the committee shall return the standards to the submitting organization, with the reasons that caused them not to be recommended. Review all standards received by NELAC from standards development organizations, review the standards for consistency with governmental, regulatory, and NELAC requirements, prepare an assessment of the advantages and disadvantages of each standard, work with the standards development organization to resolve any issues identified, and present its evaluation and recommendation in a written or electronic report to the membership at least 30 days prior to the Annual Meeting. Standards considered by this committee may include, but not be limited to, scope of accreditation, proficiency testing, on-site assessment, accreditation process, quality systems, accrediting authority, and field activities.

## ARTICLE VII - VOTING SYSTEM

## SECTION 3 - VOTING RULES

### G.D. Voting

#### 1. Minimum Votes

a. House of Representatives. A majority of the eligible and present participating representatives must cast their votes in favor of an issue for the motion to be passed. *At least the minimum number of representatives required to establish a quorum must be present.*

#### 3. Disposition of Failed Motions

c. The ~~proposing committee~~ proposer may drop the motion or reconsider it for submission the following year.

#### 6. Recording

a. The *NELAC* Executive Secretary is responsible for the establishment of a means for recording the vote of NELAC on any matter, as well as providing a means for the certification of eligible voters at any time a vote is called.

b. House of Representatives. The votes of the Representatives are recorded and published on a state-by-state or agency-by-agency basis. *The NELAC Executive Secretary must confirm that a quorum was present at the time a vote was taken.*

## SECTION 7 - CHANGES IN ORGANIZATION AND PROCEDURE

Proposals for changes in organization or procedure of NELAC are not ~~acted upon~~ implemented until the Annual Meeting of NELAC following the Annual Meeting at which such proposals are made.

## CONCLUSION/SUMMARY AND NEXT STEPS

Dr. Jackson thanked the members of both Committees and the participants for their active participation in this session. Due to time constraints, any further comments were postponed to the ELAB Open Forum.

## CHANGES TO CHAPTER 1

Based on comments received during the Conference, the following modifications were made to the language of Chapter 1.

## GLOSSARY

**Mobile Laboratory:** *A portable enclosed structure with electrical power and an environmental control system, within which testing is performed by analysts. Examples are trailers, vans etc., configured to house testing instruments and personnel.*

**Procedure:** *Specified way to carry out an activity or a process. Procedures can be documented or not (ISO 9000: 2000 and Note 1).*

The glossary definitions of *Field of Accreditation* and *Field of Proficiency Testing* were withdrawn and not voted upon.

### **1.3 ELEMENTS**

- e) To incorporate, to the extent applicable, ISO/IEC 17025, ISO/IEC Guide 43, and ISO/IEC Guide 58.

### **1.8 ORGANIZATION OF THE ACCREDITATION REQUIREMENTS**

#### **1.8.1 Scope of Accreditation**

An edited version of this section, with deletion of reference to “Analyte Group” was presented.

### **ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
TRANSITION/PROGRAM POLICY & STRUCTURE COMMITTEE MEETING  
JULY 09, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
	07/09/02	No action items were presented.	

**PARTICIPANTS  
PROGRAM POLICY & STRUCTURE/TRANSITION COMMITTEE MEETING  
JULY 09, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Kenneth Jackson, Chair Program Policy & Structure	New York State Dept. of Health	T: (518) 485-5570 F: (518) 485-5568 E: jackson@wadsworth.org
Paul Kimsey, Chair Transition	California Dept. of Health Services	T: (510) 307-8419 F: (510) 412-5848 E: pkimsey@dhs.ca.gov
Joseph Aiello (Absent)	New Jersey Dept. of Environmental Protection- OQA	T: (609) 633-3840 F: (609) 777-1774 E: jaiello@dep.state.nj.us
Ann Marie Allen	Massachusetts Dept. of Environmental Protection	T: (978) 682-5237 F: (978) 688-0352 E: ann.marie.allen@state.ma.us
Clifford Annis	Merck and Co. Inc.	T: (215) 652-8118 F: (215) 652-2291 E: clifford_annis@merck.com
Carol Batterton	Texas National Res. Cons. Comm. (TNRCC)	T: (512) 239-6306 F: (512) 239-2249 E: cbatter@tnrcc.state.tx.us
Arthur Burton	Sequoia Analytical Laboratory	T: (408) 782-8167 F: (408) 782-6308 E: aburton@sequoialabs.com
Marcia Davies	US Army Corps of Engineers	T: (402) 697-2555 F: (402) 697-2595 E: marcia.c.davies@usace.army.mil
Andrew Eaton	MWH Laboratories	T: (626) 568-6425 F: (626) 568-6324 E: andrew.eaton@mwhglobal.com
Barbara Finazzo (Absent)	US EPA Region 2	T: (732) 321-6754 F: (732) 321-4381 E: finazzo.barbara@epa.gov
Jefferson Flowers	Flowers Chemical Laboratories	T: (407) 339-5984 F: (407) 260-6110 E: jeff@flowerslabs.com
Barbara Giesler	New Mexico Environment Dept (NMED)	T: (505) 827-0152 F: (505) 827-0160 E: barbara_giesler@nmenv.state.nm.us
J. Wilson Hershey	Lancaster Laboratories, Inc.	T: (717) 656-2300 F: (717) 656-0450 E: jwhershey@lancasterlabs.com
Deborah Loring	Severn Trent Laboratories	T: (802) 655-1203 F: (802) 655-2348 E: dloring@stl-inc.com



<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Ann Rosecrance	Core Laboratories	T: (713) 328-2209 F: (713) 328-2157 E: arosecrance@corelab.com
Elaine Sorbet	Louisiana Dept. of Environmental Quality	T: (225) 765-2406 F: (225) 765-2408 E: elaines@deq.state.la.us
Gene Tatsch	Research Triangle Institute	T: (919) 541-6930 F: (828) 628-0659 E: cet@rti.org
Ilona Taunton	TestAmerica Inc.	T: (828) 258-3746 F: (828) 258-3973 E: itaunton@testamericainc.com
Chuck Wibby	Wibby Environmental	T: (303) 940-0033 F: (303) 940-0043 E: cwibby@wibby.com
Gabrielle Porath (Contractor Support)	Anteon Corporation	T: (702) 731-4158 F: (702) 731-4027 E: gporath@anteon.com

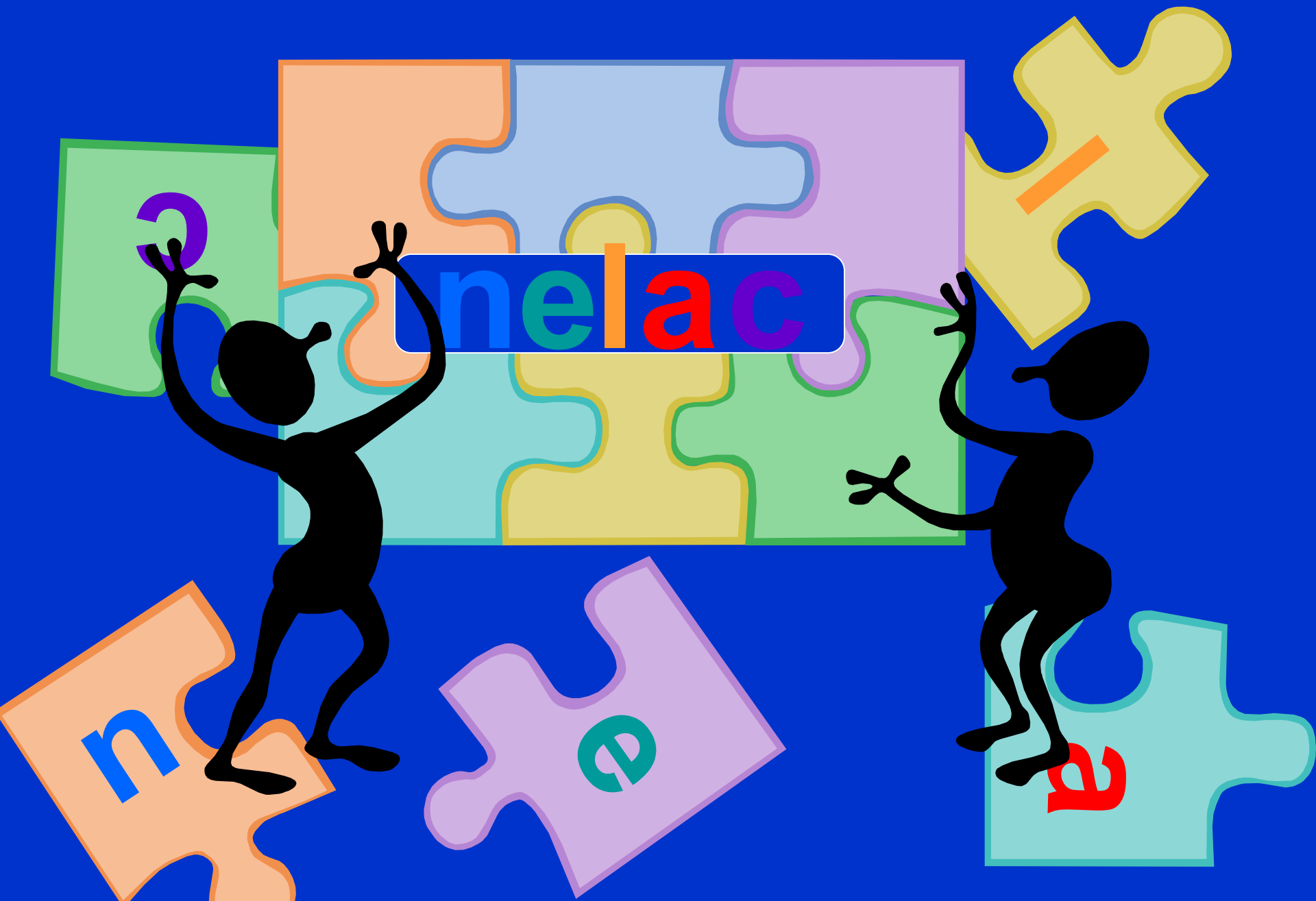
**PROPOSED RESTRUCTURE PRESENTATION  
PROGRAM POLICY & STRUCTURE/TRANSITION COMMITTEE MEETING  
JULY 09, 2002**

# RESTRUCTURING OF NELAC

- Presenting a Proposal today
- Increased self-sufficiency
- Increased stability
- Retain government authority
- Private sector will have equal role in Standards Development
- Allow new functions

# **CURRENT NELAC**

- **Established as a Government, Industry Partnership**
- **Industry has played an active but limited role**
- **EPA wants NELAC improved self-sufficiency**
- **BOD previously requested that the Transition Committee consider the role and feasibility of a nonprofit organization**
- **12/01 Strategic Planning Meeting recommendations**





# **DECEMBER 2001**

## **STRATEGIC PLANNING**

### **RECOMMENDATIONS**

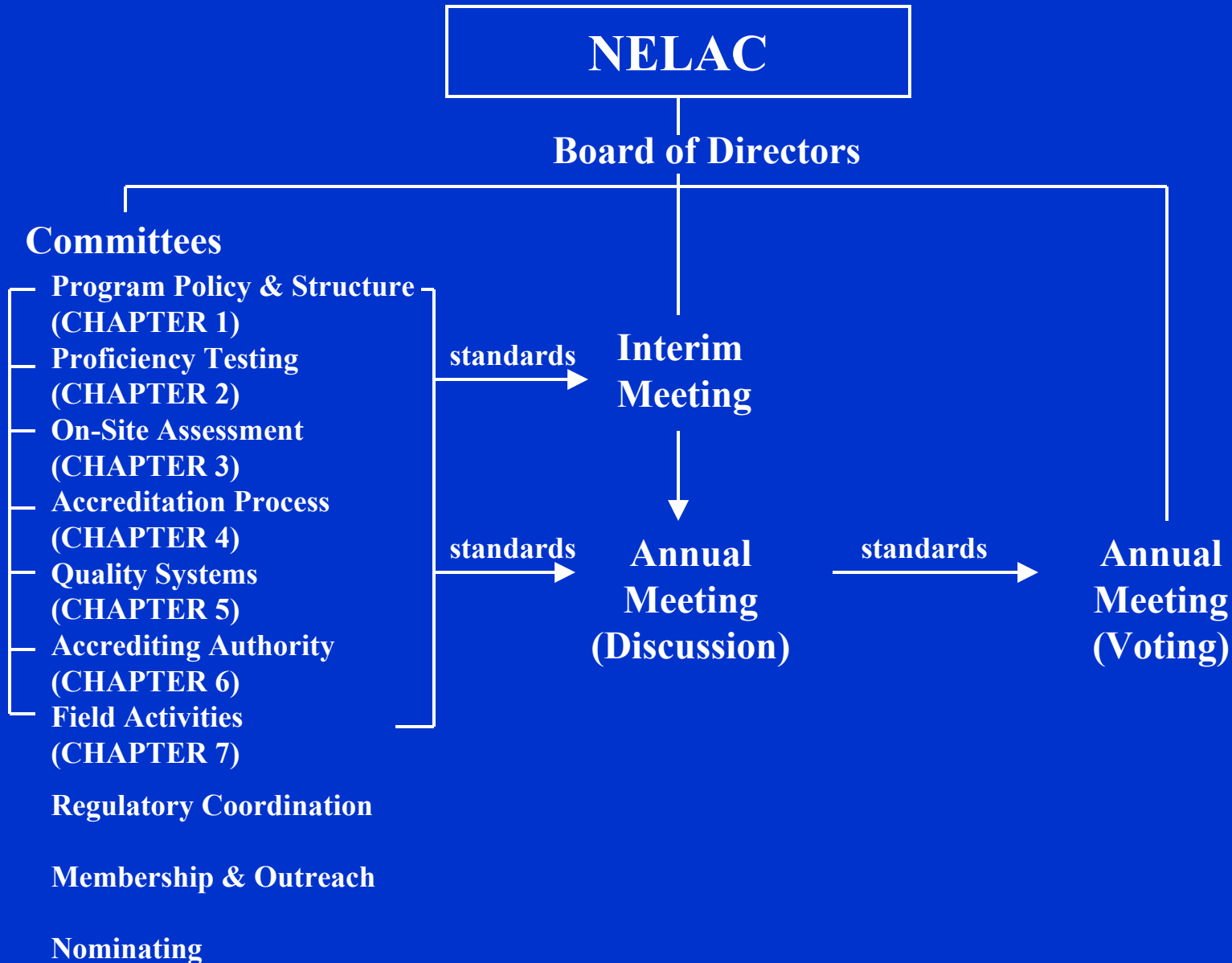
- **Spin off a Standards Development Organization**
- **Other recommendations**
- **Advantages**

# **NELAC 7i CHARGE TO THE TRANSITION COMMITTEE**

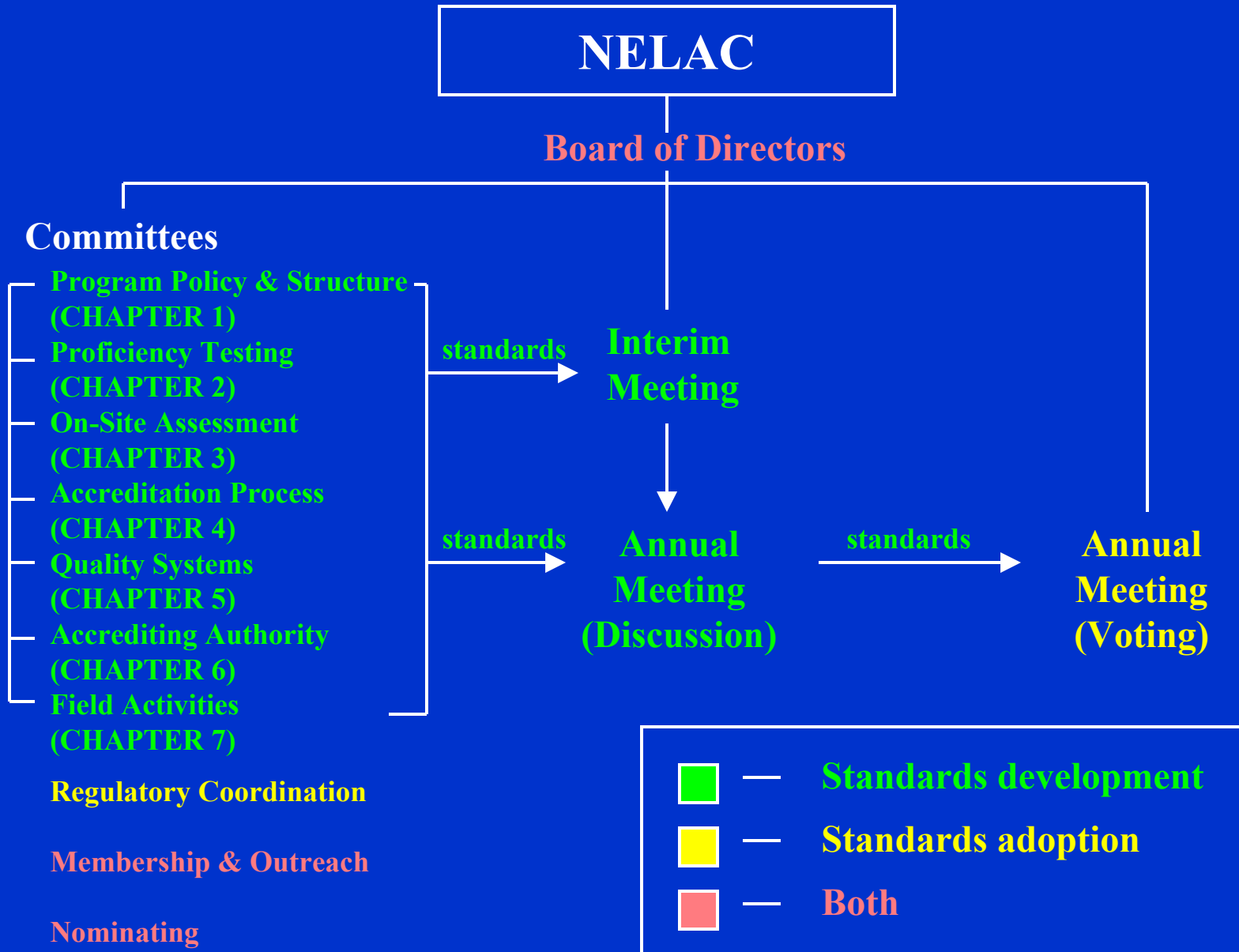
- **Develop a Model**
- **Develop a Timeline**
- **Work with Program Policy and Structure**
- **Maintain open mind for alternative models**
- **Combined Transition and Program Policy and Structure efforts**



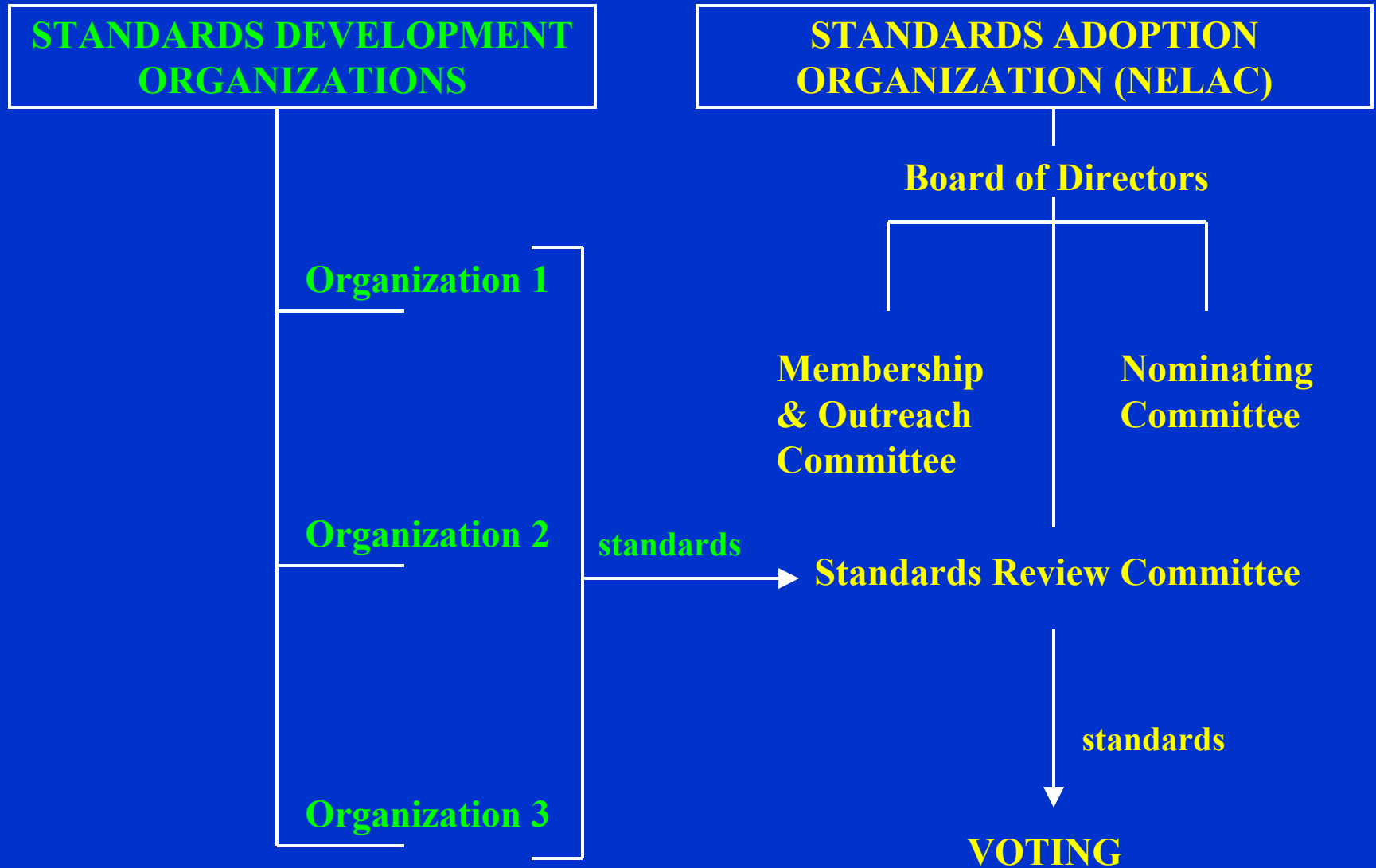
# THE CURRENT STRUCTURE



# THE CURRENT STRUCTURE



# THE PROPOSED STRUCTURE



# **STANDARDS DEVELOPMENT ORGANIZATIONS**

## **Requirements:**

- 1. Consensus organizations, allowing representation from all stakeholders**
- 2. Must provide standards that will build on the current NELAC standards**

# STANDARDS DEVELOPMENT ORGANIZATIONS

## Questions they are asked to address:

1. The sections of the NELAC standards they could replace
2. Estimated timeline for providing standards
3. Membership requirements/costs
4. Costs for the standards
5. Voting process for standards-development
6. Average development time for standards

# THE NEW NELAC STRUCTURE

## Board of Directors

*(Chair; Chair-Elect; Past-Chair; 6 At-Large;  
Director; Executive Secretary)*

**Membership & Outreach  
Committee**  
*(10 Members)*

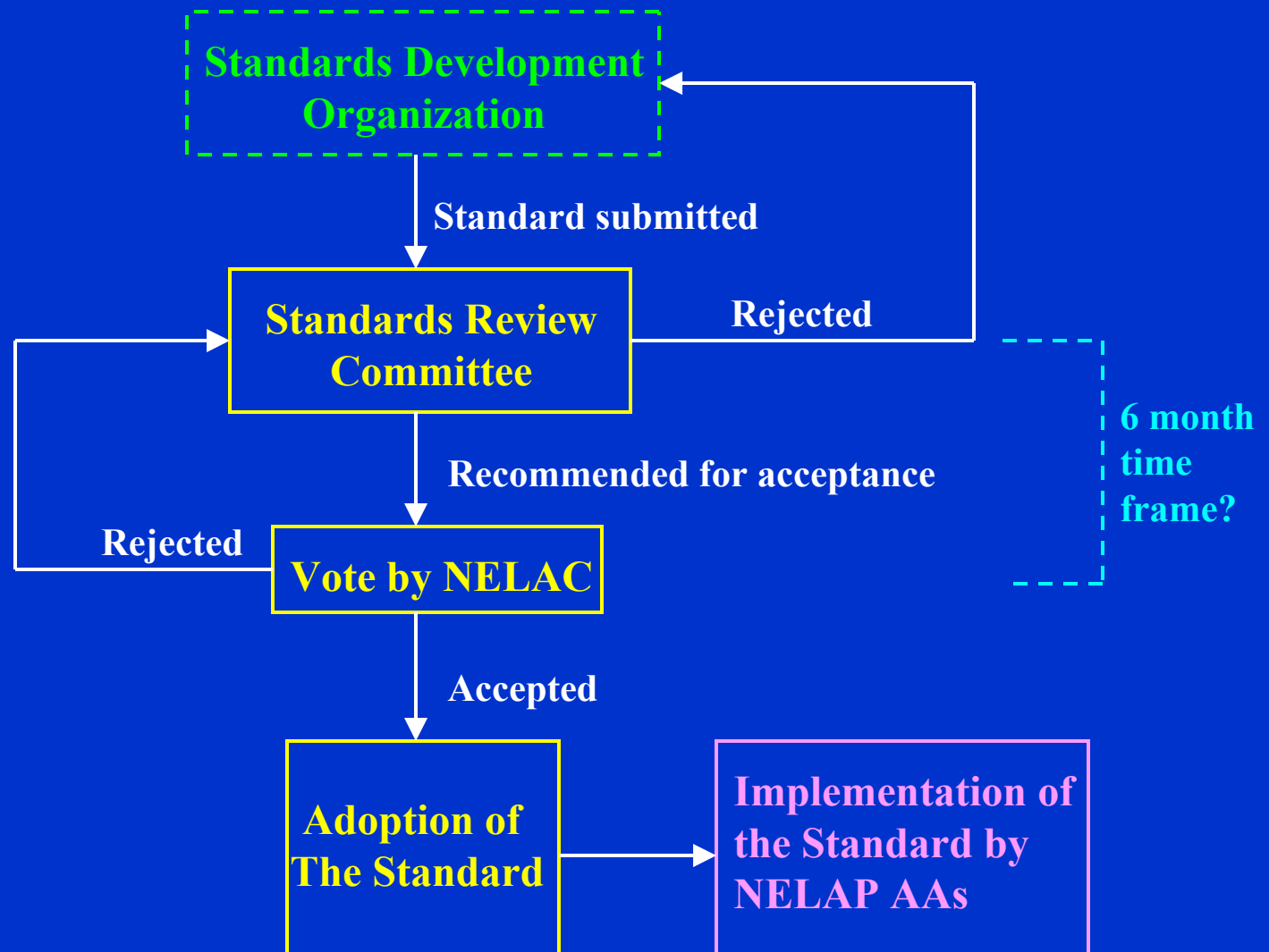
**Nominating  
Committee**  
*(10 Members)*

**Standards Review  
Committee**  
*(1 Member per  
NELAP AA + 10 At-Large)*

**House of  
Representatives**

**House of  
Delegates**

# THE NELAC STANDARDS ADOPTION PROCESS



# ADVANTAGES OF THE PROPOSED RESTRUCTURING

## Standards Development:

1. **Non-profit organizations, independent of EPA. Can raise support and be self-sufficient.**
2. **Voting rights for the private sector, creating a full private sector – government partnership.**

## Standards Adoption (NELAC):

1. **Government-only participation allows NELAC to remain under the auspices of EPA, but will require less support.**
2. **Adoption of standards by federal and state government officials meets the requirements of state AAs that can only accept standards voted in place by government.**



# FAQs

- *What is the timeline for implementation?*

**Depends on amended NELAC  
Constitution and By-laws being adopted  
at this conference; implementation will  
begin at the end of NELAC 9.**

# FAQs

- *What happens to the committees?*

**To ensure a smooth transition, the current NELAC committees will continue until NELAC 9 when the standards development organizations and the new NELAC will form committees.**

**Interested committee members and standards development groups should contact one another.**

# FAQs

- *What happens to the NELAC 8 standards?*

They will be adopted, since we are still under the old Constitution and Bylaws, for implementation in 2 years (or less). It is expected that standards-development organizations will build on those standards.

# FAQs

- *What about existing NELAC policies?*

**The NELAC Board of Directors will decide which policies are appropriate under the new NELAC.**

# FAQs

- *What will happen at NELAC 9?*

**The new NELAC will not be official until the end of NELAC 9, so standards development and adoption will proceed as usual.**

# FAQs

- *How will the private sector participate?*

**The wealth of expertise and institutional knowledge in the private sector must be retained. It is hoped that all private sector committee members as well as government members will join a standards development organization.**

# FAQs

- *What will be the on-going role of EPA?*

**Sponsor NELAC meetings**

**Teleconferences and Scribes**

**NELAC web site; NELAP database**

**Evaluate NELAP AAs**

**Accredit State & EPA laboratories**

# **NELAC CONSTITUTION AND BYLAWS**

## **Major Proposed Amendments**

### **Constitution, Article III – Membership**

- Government only**
- Tribal Nations added**



# **NELAC CONSTITUTION AND BYLAWS**

## **Major Proposed Amendments**

**Constitution, Article III – Membership**

### **Constitution, Article IV – Officers**

- At least 2 members-at –large from NELAP AAs**
- Chair no longer limited to state officials**
- Extended terms of office**

# NELAC CONSTITUTION AND BYLAWS

## Major Proposed Amendments

Constitution, Article III – Membership

Constitution, Article IV – Officers

### **Constitution, Article VI – Meetings of NELAC**

- Private sector may continue to attend and provide comments**
- Interim Meetings no longer have to be on a fixed schedule**

# NELAC CONSTITUTION AND BYLAWS

## Major Proposed Amendments

Constitution, Article III – Membership

Constitution, Article IV – Officers

Constitution, Article VI – Meetings of NELAC

**Constitution, Articles VII/VIII – Amendments to  
Constitution & Bylaws**

- Process unchanged, but no longer refers to  
Interim Meeting**

# **NELAC CONSTITUTION AND BYLAWS**

## **Major Proposed Amendments**

**Constitution, Article III – Membership**

**Constitution, Article IV – Officers**

**Constitution, Article VI – Meetings of NELAC**

**Constitution, Articles VII/VIII – Amendments to Constitution & Bylaws**

**Bylaws, Article II – Members' Records**

**- Evidence of Membership added**

# NELAC CONSTITUTION AND BYLAWS

## Major Proposed Amendments

Constitution, Article III – Membership

Constitution, Article IV – Officers

Constitution, Article VI – Meetings of NELAC

Constitution, Articles VII/VIII – Amendments to Constitution & Bylaws

Bylaws, Article II – Members' Records

### **Bylaws, Article IV – Board of Directors**

- At least 2 members-at-large from NELAP AAs**
- Extended terms of office**
- Extended duties to include responsibility for Constitution & Bylaws etc.**

# NELAC CONSTITUTION AND BYLAWS

## Major Proposed Amendments

Constitution, Article III – Membership

Constitution, Article IV – Officers

Constitution, Article VI – Meetings of NELAC

Constitution, Articles VII/VIII – Amendments to Constitution & Bylaws

Bylaws, Article II – Members' Records

Bylaws, Article IV – Board of Directors

**Bylaws, Article V – Duties of the Officers**

**- Section 4: Remove reference to ELAB and AARB**

# NELAC CONSTITUTION AND BYLAWS

## Major Proposed Amendments

Constitution, Article III – Membership

Constitution, Article IV – Officers

Constitution, Article VI – Meetings of NELAC

Constitution, Articles VII/VIII – Amendments to Constitution & Bylaws

Bylaws, Article II – Members' Records

Bylaws, Article IV – Board of Directors

Bylaws, Article V – Duties of the Officers

**Bylaws, Article VI – Committees**

- **No longer divided into “standing” & “administrative”**
  - Nominating**
  - Membership & Outreach**
  - Standards Review (duties include Regulatory Coordination)**

# **NELAC CONSTITUTION AND BYLAWS**

## **Major Proposed Amendments**

**Constitution, Article III – Membership**

**Constitution, Article IV – Officers**

**Constitution, Article VI – Meetings of NELAC**

**Constitution, Articles VII/VIII – Amendments to Constitution & Bylaws**

**Bylaws, Article II – Members' Records**

**Bylaws, Article IV – Board of Directors**

**Bylaws, Article V – Duties of the Officers**

**Bylaws, Article VI – Committees**

**Bylaws, Article VII – Voting System**

- Presentation of Items for Voting**

- Floor Amendments**

  - Process to stop a floor amendment**

  - Process to avoid modification of standards**



## NEXT STEPS

- 1. Adopt the revised Constitution and Bylaws (PPS)**
- 2. Develop a strategic plan to assure a smooth transition to the new structure (TRANSITION)**
- 3. Develop a detailed NELAC standards-adoption process**
  - timelines (TRANSITION)**
  - form new NELAC committees (TRANSITION)**
  - develop operating policies for committees (especially Standards Review Committee) (PPS)**
  - develop new NELAC policies (as directed by the NELAC BoD) (PPS)**

# **THE VISION**

- 1. An efficient cooperative relationship between NELAC and Standards Development organizations**
- 2. A system that will retain the strengths of the “old NELAC”, and add new strengths (especially improved self-sufficiency)**
- 3. A full partnership between government and the private sector**

**AMERICAN SOCIETY OF QUALITY (ASQ)  
PROGRAM POLICY & STRUCTURE/TRANSITION COMMITTEE MEETING  
JULY 09, 2002**



# ASQ, NELAC, and Standards Support

- The purpose of this presentation is to describe the American Society for Quality, its role in standards development, and how it can support NELAC as it evolves
- ASQ's Energy & Environmental Division (E&ED) is the group most directly concerned with quality issues related to environmental laboratory accreditation
- ASQ offers:
  - National scope
  - Diverse membership
  - Consistency in standards development
  - Individual training and certification programs
  - Communication channels by technical journal, conferences, websites, newsletters



## (1) “Description of ASQ”

- The consensus body shall be responsible for:
- Proposing Standards within the scope of the organization
- Voting on approval of proposed Standards
- Maintaining the Standards
- Members of the consensus body shall consist of organizations (preferably national in scope), companies, government agencies, individuals, etc., having a direct and material interest in the activities of ASQ. The selection and addition of members, shall be subject to approval by a majority vote of the consensus body. The termination of members shall be subject to approval by majority vote of the consensus body after a review of the membership.
- Individuals and organizations having an interest in the ASQ’s work may request listing as (non-voting) observers.
- The consensus body may also select non-voting individual experts to assist it for a renewable term of one year and shall be subject to approval by vote of the consensus body.



## **E&ED Vision**

- To be the leading authority and recognized champion in applying quality principles to energy industries and environmental activities.



## **E&ED Mission**

- To identify, develop, communicate, and promote quality management concepts and quality technologies to facilitate continuous improvement in energy industries and environmental activities.



# E&ED Objectives

- **Membership** - To attract, retain, and recognize individuals to promote concepts of quality.
- **Organizational Strength and Leadership** - To identify, develop and support Division leadership to promote member involvement, maintain fiscal health, and accomplish the vision/mission of the Division.
- **Products and Services** - To provide forums for education and information exchange and develop standards, guidelines and publications for quality professionals and others involved in the application of quality principles.
- **Advancing Methods and Technologies** - To identify, develop and communicate innovative methods and technologies that address emerging issues affecting quality.





## **E&ED Membership**

- “The membership of the Energy and Environmental Division spans a wide range of energy and environmental involvement -- from national and international policy makers and decision makers to quality professionals in these fields as well as regulators and insurers. Each member makes a special contribution to the Division through participation in the various important Division and committee activities, exploring quality methods and techniques that will yield improved energy resource selection, utilization, and conservation and ensure effective protection of the global environment.”



# ASQ

- “As the world's largest association dedicated to the advancement of quality, ASQ is committed to developing the standards that your industry needs. With its involvement in international and domestic standards development, ASQ makes certain your industry has access to the quality standards information it needs to succeed.”



# ASQ and ANSI

- ASQ willingly supports the ANSI consensus method of developing American National Standards and shows its support by being a member of ANSI. ANSI has accredited ASQ as a standards-developing organization, and all the standards ASQ develops are American National Standards.



American Society for Quality

**ENERGY AND ENVIRONMENTAL DIVISION**



# How do ASQ's divisions and technical committees assist in the development of quality standards?

- Through their representatives, ASQ divisions and technical committees bring their ideas to ASQ's Standards Committee.
- The Standards Committee (composed of representatives from the divisions and technical committees), works with the division or technical committee that accepts the task of developing a new standard or reaffirming/revising existing standards.
- ASQ's divisions and technical committees donate both time and money to make this participation possible. Their commitment underscores the Society's role as the leader in this field.



# **“What pieces of NELAC does ASQ propose to manage?”**

- Standards development
  - Committee meetings (monthly teleconferences)
  - National conferences (twice yearly)
- Standards distribution
- NOT—national database or PT program



(2) “Outline of needed changes for the NELAC standard setting activities to become part of ASQ, including changes in your charter”

- This activity fits under the current charter, within the ANSI guidelines for standards setting activities by consensus.



### **(3) “Qualifications of ASQ to address the needs of the NELAC program”**

- ASQ already develops standards (example: E4) and runs programs for certification of auditors, managers, etc.
- ASQ is international with representation across the environmental industry from private and public individuals and organizations



## **(4) “Costs ASQ will incur to support the needs of the program”**

- “This applies to the administrative support needs for the committees and the biannual meetings as well as the cost of the standards.”
- The Energy & Environmental Division of ASQ has run semiannual meetings for Division activities for years, charging registration fees to cover costs. Committee support will require additional funds to manage teleconferences, meeting minutes, standards changes and distribution (estimated \$200,000/year)





## **(5) “Source of and process for obtaining needed resources”**

- advertising
- member dues—collected annually
- user fees—pay for copies of standards
- training courses—charge for students
- donations and grants



## **(6) “Amount of resources that would be committed to assure a successful transition of the NELAC program into ASQ”**

- Need commitment and approval from ASQ HQ and Energy & Environmental Division for operating budget, with rest of funds coming from (5) above on a “pay as you go” basis



(7) “Ability to incorporate the NELAC standards in their existing state (format changes notwithstanding)”

- ASQ would bring in the NELAC standards as a draft standard, subject to review and voting in the current year
- Annual changes would be proposed and voted on similarly



## **(8) “Voting membership rights and restrictions, including membership fees”**

- “Voting membership on the consensus body shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements. The standards development process shall not be dominated by any single interest category, individual or organization.
- Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.
- The standards development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance (no single interest category constitutes more than one-third of the membership)”



# Standards Development

- “Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by: a) expressing a position and its basis, b) having that position considered, and c) having the right to appeal. Due process allows for equity and fair play.
- Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation.
- Individuals and organizations having an interest in the ASQ’s work may request listing as (non-voting) observers. The consensus body may also select individual (non-voting)”



**(9) “Ability to maintain all NELAC standards within a single framework, e.g., under the auspices of a single committee”**

- Standards will be maintained within the Energy & Environmental Division



# **(10) “Ability to develop additional services beyond standards development not currently covered under the NELAC program, i.e.:**

- review and approval of assessor training programs,
- review and approval of proficiency testing oversight bodies;
- operation and maintenance of a proficiency testing database of laboratory results,
- operation of a hotline for questions on implementation, and
- approval of accrediting authorities.”
- ASQ is not proposing to develop additional services beyond standards development at this time



## **(11) “General timeline on when the standards development activities could be assumed by ASQ”**

- Estimate a year to get the funding, people, and systems in place
- Can be ready by June, 2003



**INSTITUTE FOR NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION  
(INELA)  
PROGRAM POLICY & STRUCTURE/TRANSITION COMMITTEE MEETING  
JULY 09, 2002**



# **INSTITUTE FOR NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION (INELA)**

*To foster the generation of environmental laboratory data  
of known and documented quality*

# Background for INELA

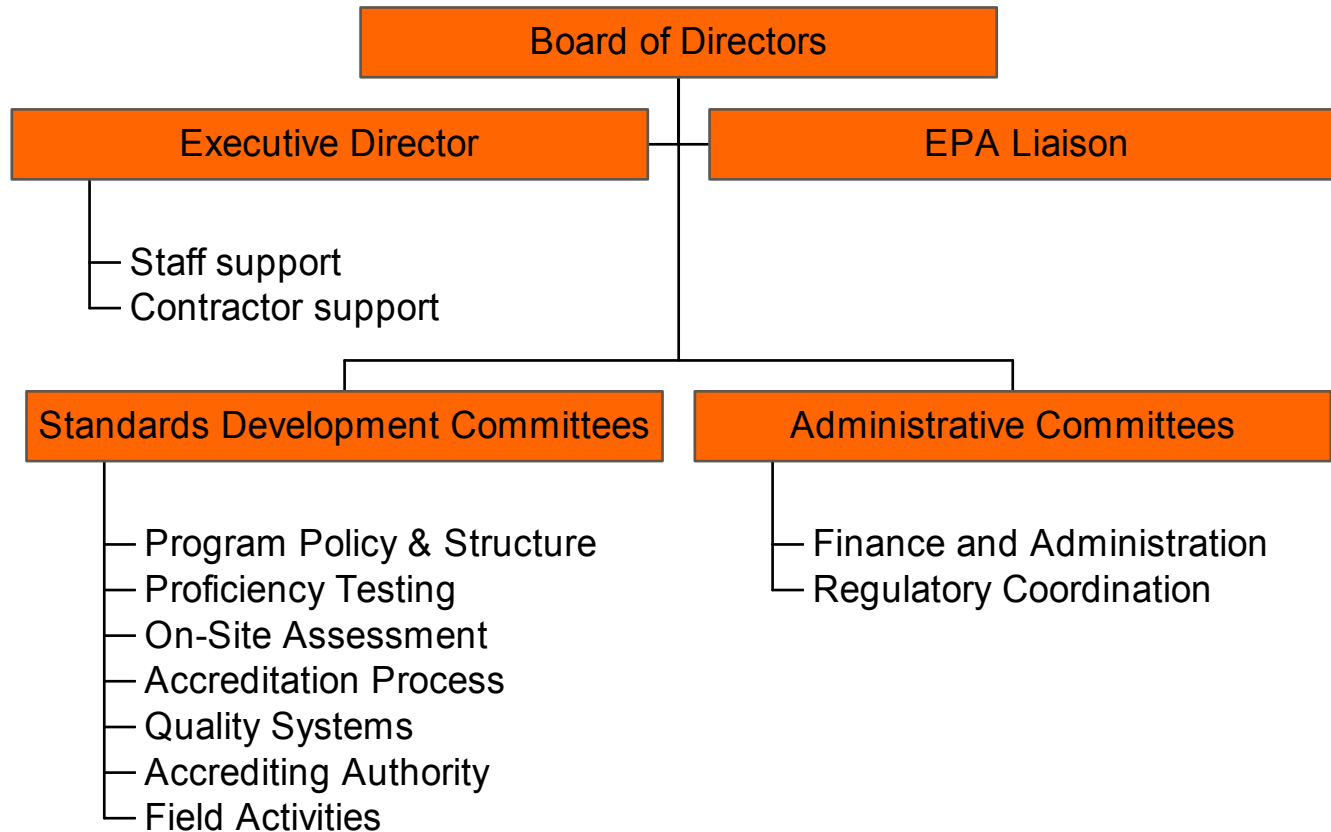


- Non-profit voluntary consensus organization
- Created in 2001 to support NELAC
- Membership inclusive of all interested in laboratory accreditation
- Mission is to develop consensus authoritative standards for laboratory accreditation and related activities

# Goals of New Organization

- Develop environmental laboratory accreditation standards using expert committee structure
- Host semi-annual meetings to share information
- Achieve fiscal self-sufficiency
- Include greater participation of private sector
- Take on new activities
  - ▶ PTOB, training, hotline, etc.
- Meet OMB Circular 119-A definition
  - ▶ openness, balance of interest, due process, and an appeals process

# INELA Organization



# INELA Board and Staff



- Carol Batterton, TNRCC
- Eddie Clemons, Xenco
- Ken Jackson, NY DOH
- Silky Labie, FL DEP
- Tom McAninch, Eastman Chemical
- Sharon Mertens, Milwaukee Metro
- Jackie Sample, US NAVY

- Alfredo Sotomayor, WI DNR
- Dave Speis, Accutest
- Chuck Wibby, Wibby Env.

## **EPA Liaison**

- Jeanne Hankins, ORD
- Barbara Finazzo, Region 2

## **Executive Director**

- Jerry Parr

# Operating Principles



- Work by consensus
- Provide unrestricted access to use of accreditation standards
- Use the best of NELAC as an organizational model
- Establish reasonable fees (not for profit)
- Maintain low operating costs

# What's the Same?



- Committee structure and operation
- Consensus process
- Experts involved in standards development
- Interim and annual meetings



# What's Different?



- Greater private sector participation
  - ▶ Board
  - ▶ Committees
- Individual and organizational membership
- Broader-based financial support to foster sustainability
- Every member has a vote

# INELA Planned Activities



- Establish committees (admin and technical)
- Develop policies for standards development
  - ▶ Consensus voting system
  - ▶ Details to be established by PP&S Committee
- Continue development of NELAC standards
  - ▶ Chapters 1 through 7 of NELAC, as appropriate
- Conduct communication and outreach activities
- Establish contractor support
- Secure long-term fiscal viability

# Proposed Transition Schedule



- Establish committees
  - ▶ June - October 2002
- Initiate work on standards
  - ▶ October 2002
- Present draft standards to existing NELAC committees
  - ▶ May 2003
- Publish INELA standards for NELAC consideration
  - ▶ Late 2003 or early 2004

# JOIN US



- Organizational and individual membership forms available
  - ▶ Participate on expert committees
  - ▶ Vote on accreditation standards
  - ▶ Receive monthly newsletter
  - ▶ Network with others
  - ▶ Support effort for national accreditation
  - ▶ Discounted rates for meetings/publications

# CONTACT INFORMATION



➤ For organizational information

Jerry Parr

T: 817-598-1155

[jparr@inela.org](mailto:jparr@inela.org)

➤ For technical information

Carol Batterton

T: 512-239-6305

[Cbattert@tnrcc.state.tx.us](mailto:Cbattert@tnrcc.state.tx.us)

➤ Visit us at: [www.inela.org](http://www.inela.org)